

Call for expressions of interest

P157 CIfA Standards & guidance – Northern Ireland

The Chartered Institute for Archaeologists (CIfA) has received funding from the [Historic Environment Division \(HED\)](#) of the Department for Communities for a project to develop a suite of aligned documents to support, facilitate and enable the archaeological profession in Northern Ireland to deliver archaeological activities to recognised professional standards. These documents will

- enable the profession to deliver archaeological activities to consistent and professional standards in Northern Ireland, to support the delivery of public benefit
- Enable HED, as the regulatory and licensing body for Northern Ireland, to ensure consistent and appropriate standards are applied
- Provide a “level playing field”, so that all organisations participating in archaeological works or activities are clear from the outset about what is required to meet the requirements of any licences, consents or conditions which may apply to their work undertaken in Northern Ireland.
- Provide clear and consistent information to support those commissioning archaeological works to understand the processes and requirements needed for projects
- Benefit the conservation of archaeological sites, artefacts, records, and data, by providing specific Northern Ireland standards and guidance that helps to ensure they can be accessed, understood, and enjoyed by future generations

Background

The Way Forward (WF) for Archaeology in Northern Ireland initiative led by the HED comprised a comprehensive review of archaeology in Northern Ireland that resulted in the publication of *Archaeology 2030: A Strategic Approach for Northern Ireland*. A recommendation from this report focused on the application of archaeological standards and guidance in a Northern Ireland context and included the following:

All archaeological activities in Northern Ireland should be conducted to industry-wide, and / or internationally recognised standards, as detailed in the following recommendations. Existing third-party standards such as those available through the professional institutes (CIfA and IAI), should be used wherever possible. Guidance should be provided on how these standards are to be specifically applied in Northern Ireland.

To address this recommendation CIfA was commissioned by HED to undertake a project focused on reviewing the suite of Standard and guidance documentation published by CIfA and the Institute of Archaeologists of Ireland (IAI) in relation to their applicability in a Northern Ireland context. The project is split into two phases and is aligned with an ongoing CIfA initiative to ensure that its Standards and guidance are up-to-date, accessible, and relevant across all the jurisdictions where CIfA members practise.

Project information

Phase one of the project was completed in March 2021 and involved a mapping exercise that identified the primary areas of overlap in existing guidance, the parts of the guidance that required alignment to ensure applicability in Northern Ireland and the existence of potential gaps that may lead to the development of new or amended guidance. This call for expressions of interest is focused on the appointment of a consultant to support, and work alongside, ClfA staff members to deliver phase two, which includes

- Advise on/assist with the drafting of guidance documents, as identified in the mapping document
- Liaison with HED teams on specific documents, to ensure they align with existing policies and meet needs
- Liaison with IAI on overlaps
- Consultation sessions with the profession and with key stakeholders
- Final draft of agreed suite of guidance documents

The appointed consultant will be expected to propose a methodology to address the above project tasks and must be able to demonstrate the appropriate skills, competence, and capacity to undertake the project as set out in the project team specification below.

The successful consultant will be professionally accredited by the Chartered Institute for Archaeologists and/or the Institute of Archaeologists of Ireland (IAI).

The project is funded by the Historic Environment Division and the value of work is estimated to be in the region of **£18,000 inclusive of VAT and exclusive of expenses**. A start date of July/August 2021 is envisaged with the project aiming to conclude by the end of December 2021. This budget is based upon c.6-7 weeks work in total.

Expressions of interest are welcome from organisations and individuals who can demonstrate the relevant competence, and especially those with experience of working in Northern Ireland. Please give details of your/the proposed project team's relevant experience, availability and chargeable rates and send to jen.parkerwooding@archaeologists.net by **30 June 2021**. Proposals will be assessed by the Project Board against the criteria outlined above.

Consultant specification

The successful applicant must be able to evidence competence and capacity in the following areas

Criteria	Evidenced by
Good level of understanding of and familiarity with Cifa Standards and guidance	Cifa accreditation (or work for a Cifa Registered Organisation) and/or track record of advising on or managing projects in accordance with Cifa Standards and guidance
Good level of understanding of and familiarity with IAI Codes of conduct and related HED guidance for archaeological practice in Northern Ireland	Membership of IAI and/or documented track record of advising on or undertaking archaeological projects in Northern Ireland
Good contacts across the historic environment sector in Northern Ireland	Track record and examples of previous work and/or representation on relevant fora or committees
Understanding the requirements associated with delivering projects of this nature/scale, in particular familiarity with Historic Environment Division funding and reporting requirements	Track record of previous work
Communication and engagement skills, with emphasis on facilitating discussions on complex issues, where there is a lack of consensus	Track record and examples, CVs of relevant staff
Capacity to deliver within the project timeframe and budget	